



Application for Assistance

Please send all replies to:
Colin Breeze
17 Osborne Avenue
Wallasey, Merseyside, CH45 1JD, United Kingdom
☎/📠: 0151 630 1182

🖱: serving@brass-tacks.org.uk www.brass-tacks.org.uk

Brass Tacks Use Only

Date Received	/	/
---------------	---	---

Job No	
--------	--

Submitted to PSG	/	/
------------------	---	---

Decision Reached	
------------------	--

Introduction:

The information you give in this application form will be used by the Brass Tacks Project Selection Group to determine whether we will be able to assist you.

It is important that you give us as much information as is possible throughout this application and in any supplementary attachments so that we can appreciate the full extent of your request and make proper recommendations.

Conditions & Undertakings

In completing this application form, it is important that you are aware of the following:

- Any assistance provided by Brass Tacks will be through the use of full-time workers and volunteers, whose labour is given free of charge "as unto the Lord".
- Brass Tacks workers and volunteers are not permitted to undertake work on the exterior of buildings over 8m above ground level.
- Brass Tacks workers and volunteers are not permitted to fix or lay any roof material involving hot flame processes.

Insurance

For projects in Western Europe there is a need for your mission / organisation to hold third party insurance that covers both your building and public liabilities.

Whilst volunteers are working on your premises, we ask you to inform your insurer that the work is being undertaken and supply our office with a copy of the notice.

For the purpose of your insurers, you are required to agree:

- Any litigation arising as a result of work on your project will only be undertaken within the UK courts and jurisdiction.
- That yourself or your organisation will undertake the sole responsibility for the insurance and well being of the local workforce.

Conditions of Acceptance

Unless otherwise stated in our acceptance letter, you will be responsible for obtaining all plans, official approvals and the relevant materials for the project before the work commences.

Brass Tacks will provide you with a schedule of the work to be undertaken, along with an estimate of the length of time for the project or the period for which we will provide workers. Due to our reliance on volunteers availability we can not guarantee to complete the project.

Should the conditions of the project change in location, size or purpose, our office must be notified before any changes occur.

Hosts are asked not to recruit or arrange return visits of volunteers without first consulting our office

Declaration:

If Brass Tacks are to assist us I / We agree to the project conditions agreed with them.

Signed:..... Dated:.....

Project Application Form

Section 1 – About the Mission / Organisation	
Name, Address & Location of the Mission / Organisation	
Church Affiliation of the Mission / Organisation	
What are the main aims of the Mission / Organisation?	
Name and position held of the authorised person who is acting on behalf of the Mission / Organisation	
Contact Details	
Phone	
Fax	
e-Mail	
Correspondence Address (If different from above)	
How can Brass Tacks urgently contact you or the workers on the project should the need arise?	

It would be extremely helpful to have a directive of the Mission's active support for the works to be carried out. This can be in the form of meeting minutes or references from fellow missionary workers.

Enclosed:

- Supporting letters / minutes from the local churches
- Supporting letters from associated missionaries
- Copy of your Trust Deed or articles of your Governing body

N.B. It is important that this supporting information is received before the Project Selection Group meet to consider your application.

Section 2 – The Work Required

Please describe in as much detail as possible, the work you would like to be completed.

What Building Regulations and / or Planning Approvals are required?

How long does it usually take for approvals to be granted?

Have you already obtained any approvals? (If so, when does the approval expire?)

Is the property owned or rented by the applicant, Trust or Organisation? (Please give details)

When would you like the project to start / finish?

Anticipated time needed to complete the project?

Will it be possible for a Brass Tacks representative to visit the site? If so, when?

It would help us considerably if you could also include the following:

1. Any details, plans and drawings of the proposed work.
2. A copy of the Local Authority's authorisation to use and alter the building / area.
3. Photographs, slides or video of the site showing different views of the terrain, existing buildings and the materials they are constructed from.

Section 3 - Costs and Funding

What is the estimated cost of the project?

To what point within the project do you think your funds will allow you to proceed?

What finance do you currently have available?

How will any shortfall be funded?

What other charities / organisations have or will contribute finance or labour to the project?

1.

Finance		Labour	
Amount requested or received. (Delete as appropriate)		Please give details	

2.

Finance		Labour	
Amount requested or received. (Delete as appropriate)		Please give details	

3.

Finance		Labour	
Amount requested or received. (Delete as appropriate)		Please give details	

Section 4 – Materials, Tools & Labour

Materials

What materials are currently available?

--

What materials still need to be purchased?

To be purchased on

--	--

Tools

What tools are currently available?

--

What tools still need to be purchased?

To be purchased on

--	--

Is any special equipment required?

--

Labour

Is skilled labour available locally?

How many local people will help or be employed?

	Skilled	
	Un-Skilled	

What skills are required for the project?

--

Labour Wages		
What is the minimum wage for local workers?	What wage to local workers is proposed?	
	Skilled	
	Un-Skilled	
What other benefits will be given to the local workers?		

Section 5 – Hospitality, Accommodation & Health	
Hospitality & Accommodation	
To whom are the Brass Tacks workers responsible during the project?	If different, who will be the main host for the duration of the project?
What type of accommodation is available for the workers from Brass Tacks to live and sleep?	Will the Brass Tacks workers be required to make their own way to the work site each day?
Who will provide the meals for the workers?	
What languages would be advantageous?	Is an interpreter available?
Should volunteers expect a daily time of prayer and devotion together with your Mission / Organisation? If so, who will be responsible for leading this?	

Health

What precautions should be taken by the Brass Tacks workers to minimise ill health?

Is medical help readily available?

If no, what is the approximate distance / travel time to the nearest medical facility?

Section 6 – Travel Requirements

Where is the international point of entry?

How far from the international point of entry is your location?

How will the volunteers reach your location from the international point of entry?

Will the host be covering the cost of transportation from the international point of entry?

Are visas required for entry into the country?

If yes, what type of visa should be applied for?

Is it necessary to obtain work permits?

-

End of Application -

Before returning the application to the address on the front cover, please ensure that you have:

- Signed the declaration on page 2
- Enclosed all supporting documents mentioned on page 3
- Enclosed any of the additional information mentioned on page 4

Brass Tacks is a Charitable Company limited by Guarantee

Company registered in England No: 2216821

Charity registration number: 298767

Registered Office: UKET, Oakwood House, Oakwood Hill Industrial Estate, Loughton, Essex, IG10 3TZ